Employee Guide for Expense Report Entry – Getting Started

Complete?	Task	Notes:
Step 1	Locate the Expense UPKs Finance & Management website: http://finance.vermont.gov/training_ref/VISION_Manuals	Click on Expense Tutorials
Step 2	Review "**Signing into VISION 8.8**" UPK	This is one of the VISION Basics UPKs.
Step 3	Find the VISION link on the Finance & Management webpage http://finance.vermont.gov/state_systems/vision	Expenses are in the VISION system, which is different than VTHR.
Step 4	Review the "**Create Expense Report from blank**" UPK	This is one of the Expense Report – Create/Modify UPKs.
Step 5	Review any Department documentation regarding Expense Reports or expense coding	
Step 6	Find the **Bulletin 3.4**: Employee Travel and Expense Policy link on the Agency of Administration webpage http://aoa.vermont.gov/bulletins	
Step 7	Obtain USER ID and Password	User ID is your first initial last name (up to 8 characters and may contain a number). Your Expense Coordinator will distribute this information to you.
Step 8	Set-up "**My System Profile**"	Refer to the UPK if you need assistance.
Step 9	Know where to get help	There are several ways to get questions answered: 1. Refer to the UPKs and other documents available to you 2. Ask your Supervisor 3. Ask your Expense Coordinator 4. Email VISION-Helpdesk-FIN@state.vt.us 5. Call 802-828-6700, option 2, option 1

List of Expense Types

(The two character Expense Codes are being replaced by Expense Types.)

AGRIC HORT WILDLIFE
AUTO REPAIRS
AUTO SUPPLIES
BOOKS SUBSCRIPTIONS LIB-ED
CLOTHING
DATA WIRELESS MOBILE
DOC 75% PER DIEM OUTST
DOC FULL PER DIEM OUTST
Diesel-Vehicles & HighwayEquip
Econ Dev - Client Meal
FOOD - GROUP MTG
Family Preservation
Family Preservation Support
Finger Printing
Foster Parent Damage Claim
Foster Parent Food
Foster Parent Recruitment
Foster Parent Reward-Recognitn
Foster Parent Support Misc
Foster Parent Training
GASOLINE
IN AIR TRANSP
IN BREAKFAST
IN COMMUTER MILE
IN CONF/TRAIN REGIST
IN DINNER
IN INCIDENTALS
IN LODGING
IN LUNCH
IN MILEAGE ADAPT VAN
IN MILES - FULL
IN MILES REDUCED RATE
IN TRANSPORT OTHER
IN VEHICLE RENTAL
INTERNET ACCESS
ITEMS FOR RESALE
LEG NT 50+ MI
LEG NT PER DIEM MEAL
LEG NT PER DIEM ROOM
LEG TX LESS 50 MI

LEG TX PER DIEM MEAL
LEG TX PER DIEM ROOM
LICENSE - ATTORNEY
LICENSE - CDL
MEMBERSHIP DUES
MOVING EXPENSES
OUT AIR TRANSP
OUT BREAKFAST
OUT COMMUTER MILE
OUT CONF/TRAIN REGIST
OUT DINNER
OUT INCIDENTALS
OUT LODGING
OUT LUNCH
OUT MILEAGE ADAPT VAN
OUT MILES - FULL
OUT MILES REDUCED RATE
OUT TRANSPORT OTHER
OUT VEHICLE RENTAL
PHONE SERVICE - CELL
PHONE SVC NON-CELL
PHOTOCOPIES
POSTAGE
Payroll Bank Service Charge
RECOGNITION AWARD
SUPPLIES - EDUCATION
SUPPLIES - OFFICE
SUPPLIES DATA
SUPPLIES-OTHER GENERAL
SUPPORT OF PERSONS
TELECOM DATA SERVICE
TUITION - EMPLOYEE
Taxable Mileage Rate Adjust
VSH PER DIEM IN
Work Boots & Shoes

Notification Summary

X indicates when that an email is generated. Receiving notification requires an email address marked as primary in user profile.

		Employee	Delegate	Approver	Alternate Approver
Travel Authorization	Request for approval			X	X
	Approved	X	X		
	Sent Back	X	X		
	Re-Routed	X	X	X	
Cash Advance	Approved	X	X		
	Sent Back	X	X		
	Paid	X			
	Overdue	X			
Expense Report	Request for approval			X	X
	Approved	X	X		
	Sent Back	X	X		
	Re-Routed	X	X	X	
	Paid	X			